City of

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

"Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things". Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Department: Finance

Date of Report 1-31-2017   **Reporting Period 1-1 to 1-31-2017**

1. **Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of cash disbursement are the Finance Department :**

    With the streamlining of the procurement process the Finance Department was able to:

    a. **Processed electronically** 132 purchase orders for procurement of goods and services from the departments within the same day the purchase order was authorized.
    b. **Processed electronically** and verified account codes for proper assignment of budget expenditures for 132 purchase requisitions within the same day the purchased was authorized by the City Administrator.
    c. **Processed electronically** 132 purchase orders and invoices into vendor files within the same day the purchase order was approved by the City Administrator.

2. **Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of the processing payroll are the Finance Department :**

    With the transfer of the payroll processing to Automatic Data Processing

    a. **The time taken to review payroll time sheets for accuracy was reduced by 50%**
    b. **The staff time committed to processing** the city payroll checks was reduced by 30 %...

  c. **The cost of the payroll processing function was reduced by $2,136.**

3. **Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of the processing cash payment are the Finance Department.**

  a. **Processed customer services requests for incoming revenues to the city within 2 minutes per transaction.**
  b. **Processed deposits for all incoming revenues within 3 minute per transactions.**
  c. **Processed 31 real estate tax payment transactions into the cash receipt journal within 15 minutes.**

Analyze department improvements that are needed and/or achieved based on the Smart City model.

1) Finance Department has to streamline the workflow in the Finance Department to reduce the time it takes for cash disbursement and cash collection process.

2) Cash flow is low in the summer months.

Indicate problems identified, barriers encountered and solutions reached.

1) In the past, the Finance Department received no input from the various department in determining departmental staffing levels and capital equipment needs. The city now conducts executive staff meetings to solicit input from the various department on staffing levels and capital equipment needs.

2) Finance Department needs to develop some collection points in the city where citizen can drop off a payment on a 24 - hour basis. The city staff is looking at the cost of depository boxes to be placed in various location in the city.

Identify goals for the next reporting period.

1. **10 % reduction in the processing of paper checks.**
2. **10 % increase in the processing of payment of fees online.**
3. **100% collection of Business licenses.**
4. **Development of a comprehensive lien data base.**

Revenue

Line Item N/A

FY Budget (Previous Year)	FY Budget (Current Year)	FY Actual (Current Year)

Expenditures

FY 16 Budget (Previous Year)			FY 17 Budget (Current Year)	FY Actual (Current Year)
5-5100	Salaries	174,072	204,449	109,050
5-5000	Cost of Living	1.741	2,045	1,021
5-5105	FICA	13,449	15,801	6.832
5-5110	Workers Comp	1.518	1.518	500
5-5112	MD Unemployment	94	94	
5-5600	Training	5,150	7,650	750
5-6010	Annual City Audit	7,000	12,000	7,530
5-6017	Consultant		12,500	
5-5250	Association Dues	240	240	